Online Verification Summary Report – User Instructions

Overview:

- North Dakota DPI is required to report the results of school free and reduced price eligibility verification efforts each year. All School Nutrition Program (SNP) Sponsors must complete applicable sections of the Verification Collection report and submit the report to DPI.
- The report is completed in NDFoods. A link to the report questionairre will appear in the Work Queue on November 1st. The report must be completed by December 15th
- The report questionairre takes the user through a series of questions. The questionairre is designed to collect answers to the required questions only. For instance, an RCCI that doesn't collect eligibility applications, and therefore does not have to conduct verification will not be required to completed sections 4 & 5 of the report.
- You will need the following information, where applicable, in front of you when completing the report:
    - Total enrollment on the last operating day in October.
    - Direct Certification Information from STARS
    - A list of categorically eligible students other than Direct Certification:
        - Homeless
        - Migrant
        - Runaway
        - Receiving assistance through the Food Distribution Program on Indian Reservations (FDPIR)
        - District has identified student as eligible for free meals on behalf of the child
    - All free and reduced price applications approved for the school year:
        - Separate the applications by eligibility category (free and reduced price)
        - Separate the free applications by eligibility reason (income application, SNAP/TANF case number, or foster child)
    - Verification documentation
- Contact Scott Egge at segge@nd.gov or 701-328-2319 with questions regarding the report.

Click on the Complete SFA Verification Collection Report Link located in your Work Queue

North Dakota | nd.gov Official Portal for North Dakota State Government

DPI Child Nutrition and Food Distribution

NDFoods

Main Menu

Search Verification Collection Reports

Sponsor Verification Collection Reports

1 Verification Collection Reports found.

Date	Status	Action
02/19/2014	Not Started	Start

Then click on the blue "Start" link.

Return

North Dakota | nd.gov Official Portal for North Dakota State Government

DPI Child Nutrition and Food Distribution

NDFoods

Main Menu

School Food Authority (SFA) Verification Collection Report

State agencies must report the information on this form annually for each SFA with schools operating the National School Lunch Program (NSLP) and/or the School Breakfast Program (SBP).

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it contains a valid OMB control number. The valid OMB number for this response, including the time to review instructions, search exisinng data resources, gather the data needed and complete and review the information collection.

*State Agency Name: North Dakota
*SFA ID#: 27002
*Type of SFA: ⦿ Public ○ Nonprofit/Private
School Year: From: 2014 To: 2015
*SFA Name: Alexander Public School
*SFA City: Alexander
*SFA ZIP Code: 588310066

The State and Sponsor information section will automatically populate with data from NDFoods.

Cancel Continue

*Required

North Dakota | nd.gov Official Portal for North Dakota State Government

DPI Child Nutrition and Food Distribution

NDFoods

Main Menu

School Food Authority (SFA) Verification Collection Report

Section 1: Total Schools, Residential Child Care Institutions (RCCIs) and Enrolled Students

All SFAs must report Section 1
*Total number of schools operated by SFA:
1
*Total number of students enrolled in SFA:
100
*Are any of the schools listed above RCCIs?
○ Yes ⦿ No

The total number of schools field will be completed for you. Enter the total number of students enrolled in the district. Then indicate if any of the schools listed are Residential Child Care Institutions (RCCIs) and click on continue.

Back Save and Finish Later Continue

*Required

North Dakota nd.gov Official Portal for North Dakota State Government

DPI Child Nutrition and Food Distribution

NDFoods

Main Menu

School Food Authority (SFA) Verification Collection Report

Section 2: SFAs with schools operating alternate provisions

*Is the SFA currently operating Provision 2/3 or the Community Eligibility Option in any school?

○ Yes ● No

[Back] [Save and Finish Later] [Continue]

*Required

> The next section asks about schools operating Provision 2/3 or the Community Eligibility Provision. Choose the correct response and click on continue.

North Dakota nd.gov Official Portal for North Dakota State Government

DPI Child Nutrition and Food Distribution

Main Menu

School Food Authority (SFA) Verification Collection Report

Section 3: Students Approved as Free eligible Not subject to verification

☐ *Check the box only if all schools and/or RCCIs in the SFA were not required to perform direct certification with SNAP (i.e. NON BASE year Provision 2/3 for all schools)

Total number of students who were directly certified through Supplemental Nutrition Assistance Program (SNAP). **Include children who are extended free eligibility because they are living within a household that is receiving SNAP:**

`15`

Total number of students directly certified through other programs (Temporary Assistance for Needy Families (TANF) Food Distribution Program on Indian Reservations, foster, homeless, migrant, runaway, head start or even star, or non-applicant but approved by local officials). **Do not include SNAP students already reported in previous question:**

`5`

[Back] [Save and Finish Later] [Continue]

*Required

> If the Sponsor is an RCCI or is participating in Provision 2/3 or the Community Eligibility Provision (CEP), the box at the beginning of Section 3 will be checked and the report will be complete for these Sponsors.

> All other Sponsors will enter the information regarding directly certified students and click on Continue.

School Food Authority (SFA) Verification Collection Report

Section 4: Household applications and students approved as Free or Reduced Price eligible through an application

Please enter the number of **approved application forms** on file for the following eligibility determinations:

Total number of applications approved as categorically Free eligible based on those providing information on an application form i.e. SNAP or TANF case number:

`1`

Total number of applications approved as Free eligible based on household size and income information:

`5`

Total number of applications approved as Reduced Price eligible based on household size and income information:

`2`

Please enter the number of **students** approved as Free or Reduced Price by the following eligibility determinations:

Total number of students approved as categorically Free eligible based on those providing information on an application form i.e. SNAP or TANF case number:

`2`

Total number of students approved as Free eligible based on household size and income information:

`8`

Total number of students approved as Reduced Price eligible based on household size and income information:

`3`

Total FREE Eligible Students Reported: `30`
Total REDUCED PRICE Eligible Students Reported: `3`

[Back] [Save and Finish Later] [Continue]

> Section 4 collects information on the number of approved applications by eligibility category and the number of students listed on those applications by eligibility category. The total FREE and Total REDUCED PRICE eligible students at the bottom of the page is populated by the system.

3

School Food Authority (SFA) Verification Collection Repo

Section 5: Verification Results

☐ *Check the box only if ALL schools and/or RCCIs are exempt from verification

Was verification performed and completed?
- ◉ **Yes, completed by November 15th**
- ○ **Yes, completed after November 15th**
- ○ **No, verification was NOT performed or the process was not completed**

Type of verification process used:
- ◉ **Standard (lesser of 3% or 3,000 error prone)**
- ○ **Alternate one (letter of 3% or 3,000 selected randomly)**
- ○ **Alternate two (less of 1% or 1,000 error prone applications PLUS letter of**
  applications with SNAP/TANF/FDPIR case numbers)

Total number of error prone applications (do not report student numbers) as of Oc

`1`

Total number of applications (do not report student numbers) selected for verifica

`1`

☑ Check the box if direct verification was not conducted in the SFA

Results of Verification by Original Benefit Type (5-8)
For each original benefit type (A, B, & C), report the number of applications and th

Free Categorically Eligible
Certified as FREE based on SNAP/TANF/FDPIR documentation (e.g. case number

Responded, No Change:
Applications: `0`   Students: `0`

Responded, Changed to Reduced Price:
Applications: `0`   Students: `0`

Responded, Changed to Paid:
Applications: `0`   Students: `0`

NOT Responded, Changed to Paid:
Applications: `0`   Students: `0`

Free Income
Certified as FREE based on income/household size application.

Responded, No Change:
Applications: `1`   Students: `3`

Responded, Changed to Reduced Price:
Applications: `0`   Students: `0`

Responded, Changed to Paid:
Applications: `0`   Students: `0`

NOT Responded, Changed to Paid:
Applications: `0`   Students: `0`

Reduced Price Income
Certified as REDUCED PRICE based on income/household size application.

Responded, No Change:
Applications: `0`   Students: `0`

Responded, Changed to Reduced Price:
Applications: `0`   Students: `0`

Responded, Changed to Paid:
Applications:

Free Income
Certified as FREE based on income/household size application.

Responded, No Change:
Applications: `0`   Students: `0`

Responded, Changed to Reduced Price:
Applications: `0`   Students: `0`

Responded, Changed to Paid:
Applications: `0`   Students: `0`

NOT Responded, Changed to Paid:
Applications: `0`   Students: `0`

Reduced Price Income
Certified as REDUCED PRICE based on income/household size application.

Responded, No Change:
Applications: `0`   Students: `0`

Responded, Changed to Reduced Price:
Applications: `0`   Students: `0`

Responded, Changed to Paid:
Applications: `0`   Students: `0`

NOT Responded, Changed to Paid:
Applications: `0`   Students: `0`

Total questionable applications verified for cause: (Enter NA if not applicable): Report the number applications as of November 15th verified for cause in addition to the verification requirement. Include the results of verification for cause by original benefit type in the appropriate category in 5-8

`0`

[Back]   [Save and Finish Later]   [Continue]

*Required

School Food Authority (SFA) Verification Collection Report

Review

Section 1: Total Schools, RCCIs and Enrolled Students	Edit Section

Total number of schools operated by SFA:
   1
Total number of students enrolled in SFA:
   100
Are any of the schools listed above RCCIs?
   No

Section 2: SFAs with schools operating alternate provisions	Edit Section

Is the SFA currently operating provision 2/3 or the Community Eligibility Option in any school?
   No

Section 3: Students approved as FREE eligible Not subject to verification	Edit Section

Total number of students who were directly certified through Supplemental Nutrition Assistance Program (SNAP). Include children who are extended free eligibility because they are living within a household that is receiving SNAP.
   15

Total number of students directly certified through other programs (Temporary Assistance for Needy Families (TANF) Food Distribution Program on Indian Reservations, foster, homeless, migrant, runaway, head start or even star, or non-applicant but approved by local officials). Do not include SNAP students already reported in previous question:
   5

Section 4: Students approved as FREE or REDUCED PRICE eligible through a household application	Edit Section

Total number of applications approved as categorically Free eligible based on those providing information on an application form i.e. SNAP or TANF case number:
   1
Total number of applications approved as Free eligible based on household size and income information:
   1
Total number of applications approved as Reduced Price eligible based on household size and income information:
   1
Total number of students approved as categorically Free eligible based on those providing information on an application form i.e. SNAP or TANF case number:
   2
Total number of students approved as Free eligible based on household size and income information:
   2
Total number of students approved as Reduced Price eligible based on household size and income information:

> You will then be able to review your answers for the report. Click on Edit Section if any information needs to be changed.

Free Income
Certified as FREE based on income/household size application.
   Responded, No Change:
      Applications: **0**   Students: **0**
   Responded, Changed to Reduced Price:
      Applications: **0**   Students: **0**
   Responded, Changed to Paid:
      Applications: **0**   Students: **0**
   NOT Responded, Changed to Paid:
      Applications: **0**   Students: **0**

Reduced Price Income
Certified as REDUCED PRICE based on income/household size application.
   Responded, No Change:
      Applications: **0**   Students: **0**
   Responded, Changed to Reduced Price:
      Applications: **0**   Students: **0**
   Responded, Changed to Paid:
      Applications: **0**   Students: **0**
   NOT Responded, Changed to Paid:
      Applications: **0**   Students: **0**
Total questionable applications verified for cause: (Enter NA if not applicable): Report the number applications as of November 15th verified for cause in addition to the verification requirement. Include the results of verification for cause by original benefit type in the appropriate category in 5-8.
   0

[Back] [Save and Finish Later] [Submit to DPI]

*Required

> When all information is correct, click on the "Submit to DPI" button at the bottom of the screen.

North Dakota   nd.gov | Official Portal for North Dakota State Government

Child Nutrition and Food Distribution

NDFoods

Main Menu

Report successfully submitted to DPI.

Search Verification Collection Reports

Sponsor Verification Collection Reports

1 Verification Collection Reports found.

Date	Status	Action
02/19/2014	Submitted	View

> A "Report Successfully Submitted to DPI message will be displayed. When the report is in submitted status the sponsor will be able to View the report, but will not be able to edit it. DPI will review the report and will either approve it or will return it to the sponsor for correction. The report status will change to "Approved" when DPI has accepted the report.

North Dakota nd.gov Official Portal for North Dakota State Government
DPI Child Nutrition and Food Distribution
NDFoods

Main Menu

Main Menu

Menu
Sponsor Profile
Search Orders
My Requests
Contact Us Form

Food
Search Food Survey
Search USDA Foods Received

Claims and Payments
Submit Claim
Claim History
Search Claims
Program Rates
Search Payments
SFA Verification Collection Report

Food Invoice and Payment
Search Invoices

Work Queue
⚠ You have 1 unread message(s). View

• **Claims Not Submitted** (7)

> If the report is returned, a message will be displayed in the Sponsor's Work Queue in NDFoods. DPI will include a comment on what information is questioned. Click on the View link in the Work Queue.

North Dakota nd.gov Official Portal for North Dakota State Government
DPI Child Nutrition and Food Distribution
NDFoods

Main Menu

> Then click on the View link in the message table.

List Messages

Received	Category	Message	Action
02/19/2014 8:50 AM	FNS742 Returned	Verification Collection Report has been returned. DPI Comments: Missed section 4	View | Delete
02/19/2014 8:39 AM	New Person	Linda Schloer has been added to Alexander Public School.	View | Delete

Return

North Dakota nd.gov Official Portal for North Dakota State Government
DPI Child Nutrition and Food Distribution
NDFoods

Main Menu

Search Verification Collection Reports

Sponsor Verification Collection Reports

1 Verification Collection Reports found.

Date	Status	Action
02/19/2014	Returned	Edit

> Click on Edit, to make the necessary updates to the report and then submit it to DPI again.

Return

North Dakota — nd.gov Official Portal for North Dakota State Government

Child Nutrition and Food Distribution

NDFoods

Main Menu

Search Verification Collection Reports

Sponsor Verification Collection Reports

1 Verification Collection Reports found.

Date	Status	Action
02/19/2014	Approved	View	Print

Return

When the report is in Approved status the sponsor will be able to View and Print the report. The printable report is in the original USDA report format (Shown Below).

OMB APPROVED NO. 0584-0026
Expiration Date: 04/30/2016

Department of Agriculture, Food and Nutrition Service
School Food Authority (SFA) Verification Collection Report

State Agencies must report the information on this form ANNUALLY for each SFA with schools operating the National School Lunch Program (SLP) and/or the School Breakfast Program (SBP).

All SFAs, including SFAs with all schools exempt from verification requirements, must complete applicable sections.

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it contains a valid OMB control number. The valid OMB number for this collection is 0584-0026. The time required to complete this information collection is 45 minutes per response, including the time to review instructions, search existing data resources, gather the data needed and complete and review the information collection.

State Agency Name: North Dakota	SFA ID#: 27002	Type of SFA: [X] Public [ ] Nonprofit/Private	School Year: From: 2014 To: 2015
SFA Name: Alexander Public School		SFA City: Alexander	SFA Zip Code: 5 8 8 3 1

Section 1 — Total Schools, Residential Child Care Institutions (RCCIs) and Enrolled Students

** All SFAs must report Section 1 **	A. Number of Schools OR Institutions	B. Number of Students
1-1: Total schools (Do Not include RCCIs):	1	100
1-2: Total RCCIs (do not include schools counted in 1-1):	0	0
1-2a: RCCIs with day students (Report ONLY day students in 1-2a):	0	
1-2b: RCCIs with NO day students:	0	

Section 2 — SFAs with schools operating alternate provisions

** ONLY SFAs with alternate provisions must report Section 2 **	A. Number of Schools AND Institutions	B. Number of Students
2-1: Operating Provision 2/3 in a BASE year for NSLP and SBP:	0	0
2-2: Operating Provision 2/3 in a NON BASE year for NSLP and SBP:	0	0
2-2a: Provision 2/3 students reported as FREE in a NON BASE year:		
2-2b: Provision 2/3 students reported as REDUCED PRICE in a NON BASE year:		
2-3: Operating the Community Eligibility Option:	0	0
2-4: Operating other alternatives for NSLP and SBP:		
2-5: Operating an alternate provision(s) for only SBP or only NSLP:		

Section 3 — Students approved as FREE eligible NOT subject to verification

	B. Number of Students
3-1: [ ] Check the box only if all schools and/or TCCIs in the SFA were not required to perform direct certification with SNAP (i.e. NON BASE year Provision 2/3 for all schools)	
3-2: Students directly certified through Supplemental Nutrition Assistance Program (SNAP): Do not include students certified with SNAP through the letter method.	25
3-3: Students directly certified through other programs: Include those directly certified through Temporary Assistance for Needy Families (TANF), Food Distribution Program on Indian Reservations (FDPIR), or Medicaid (if applicable); those documented as homeless, migrant, runaway, foster, Head Start, Pre-K Even Start, or non-applicant but approved by local officials. DO NOT include SNAP students already reported in 3-2.	5
3-4: Students certified categorically FREE eligible through SNAP letter method: Include students certified for free meals through the family providing a letter from the SNAP agency.	

Section 4 — Students approved as FREE or REDUCED PRICE eligible through a household application

** All SFAs collecting applications must report Section 4 **	A. Number of Applications	B. Number of Students
4-1: Approved as categorically FREE eligible: Based on those providing documentation (e.g. a case number for SNAP, TANF, FDPIR on an application)	0	0
4-2: Approved as FREE eligible: Based on household size and income information	2	4
4-3: Approved as REDUCED PRICE eligible: Based on household size and income information	1	1

| T-1: Total FREE Eligible Students Reported: | 34 | T-2: Total REDUCED PRICE Eligible Students Reported: | 1 |

Form FNS-742 (10/12) Previous Editions are Obsolete   SBU   Electronic Form Version Designed in Adobe 10.0 version

---

Section 5

** All SFAs must report Section 5 or check box 5-1 if applicable **

5-1: [ ] Check the box if ALL schools and/or RCCIs are exempt from verification (see instructions for list of exemptions). If 5-1 is checked, no further reporting in Section 5 is required.

5-2: Was verification performed and completed?	5-3: Type of Verification process used:
[X] Yes, completed by November 15th	1. [X] Standard (Lesser of 3% or 3,000 error-prone)
[ ] Yes, completed after November 15th	2. [ ] Alternate one (Lesser of 3% or 3,000 selected randomly)
[ ] No, verification was NOT performed or the process was not completed	3. [ ] Alternate two (Lesser of 1% or 1,000 error prone applications PLUS lesser of one-half of one percent or 500 applications with SNAP/TANF/FDPIR case numbers)

If 1 or 3 is checked in 5-3, report 5-4. If 2 is checked in 5-3, enter "N/A" in 5-4.	5-4: Total ERROR PRONE applications: Report all applications as of October 1st considered error prone	1	5-5: Number of applications selected for verification sample:	1

5-6: [X] ** All SFAs must report Section 5-7 or check box 5-6 if applicable **
Check the box if direct verification was not conducted in the SFA, (i.e. not one of the schools and/or RCCIs in the SFA performed direct verification). If 5-6 is checked, skip 5-7.

	A. Number of Applications	B. Number of Students
Report if FREE and/or REDUCED PRICE eligibility is confirmed through direct verification with SNAP/FDPIR/MEDICAID at November 15th	5-7: Confirmed through direct verification:	

5-8: Results of Verification by Original Benefit Type
For each original benefit type (A, B, & C), report the number of applications and students as of November 15th for each result category (1, 2, 3, & 4).
Do NOT include students and applications already reported in 5-7A or 5-7B.

Result Category	A. FREE-Categorically Eligible — Certified as FREE based on SNAP/TANF/FDPIR documentation (e.g. case number) on application		B. FREE-Income — Certified as FREE based on income/household size application		C. REDUCED PRICE-Income — Certified as REDUCED PRICE based on income/household size application	
	a. Applications	b. Students	a. Applications	b. Students	a. Applications	b. Students
1. Responded, NO CHANGE:	0	0	1	2	0	0
2. Responded, Changed to FREE:	0	0	0	0	0	0
3. Responded, Changed to PAID:	0	0	0	0	0	0
4. NOT Responded, Changed to PAID:	0	0	0	0	0	0

VC_1: Total questionable applications verified for cause (Enter "N/A" if not applicable): Report the number of applications as of November 15th verified for cause in addition to the verification requirement.	0

2 / 2

7